



***California State Preschool Program (CSPP) &
General Child Care and Development (CCTR)
Expansion Funds***

Fiscal Year 2019–20

**Request for Applications
Webinar**



Tony Thurmond
State Superintendent
of Public Instruction

CSPP History and Definitions

- The California State Preschool Program (CSPP) was established in 1965.
- Provides eligible families with children ages three and four years old, with CSPP services in safe, healthy, age-appropriate, and quality educational environments



Tony Thurmond
State Superintendent
of Public Instruction

CSPP History and Definitions (2)

- CSPP age eligible definition:
 - “Four-year-old children” are defined as children who will have their fourth birthday on or before December 1, of the fiscal year they are being served.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP History and Definitions (3)

- CSPP age eligible definition:
 - “Three-year-old children” are defined as children who will have their third birthday on or before December 1, of the fiscal year they are being served. Children who have their third birthday on or after December 2 of the fiscal year may be enrolled in a California state preschool program on or after their third birthday.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP History and Definitions (4)

- Non-Local Educational Agencies (non-LEAs) are private non-profit agencies, recognized tribal entities, or community based organizations.
- Local Educational Agencies (LEAs) are School Districts, County Offices of Education, Community College Districts, or Direct Funded Charter Schools.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP Overview

California State Preschool Program (CSPP) expansion funds are now available to provide subsidized early learning and care services to age-eligible three and four year olds in eligible families.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP Overview (2)

What Funding Is Available?

- There is approximately \$125 million available to non-LEA applicants to provide full-day/full-year services on or after April 1, 2020.
- An additional \$100 million is available to LEAs providing full-day/full-year or part-day/part-year CSPP services on or after April 1, 2020.



Tony Thurmond
State Superintendent
of Public Instruction

CCTR History and Definitions (1)

- The intent of this Request for Applications (RFA) is to expand General Child Care and Development (CCTR) for full-day, full-year childcare services statewide.
- CCTR provides child development services for children from birth through 3 years of age and for children that are school-age.
- CCTR programs are state and federally funded programs that use centers and family child care home networks operated or administered by either public or private agencies and local educational agencies.



Tony Thurmond
State Superintendent
of Public Instruction

CCTR History and Definitions (2)

- These programs provide an educational component that is culturally, linguistically, and developmentally appropriate for the children served.
- These programs also provide meals and snacks to children, parent education, referrals to health and social services for families, and staff development opportunities to employees.



Tony Thurmond
State Superintendent
of Public Instruction

CCTR History and Definitions (3)

- Local Educational Agencies (LEAs) are School Districts, County Offices of Education, Community College Districts, or Direct Funded Charter Schools.
- Non-LEAs are private non-profit agencies, recognized tribal entities, or community based organizations.



Tony Thurmond
State Superintendent
of Public Instruction

CCTR Overview

- The California Department of Education (CDE) Early Learning and Care Division (ECLD) announces the availability of approximately \$50 million General Child Care and Development (CCTR) program funds to provide direct services for children from birth to age three and for children that are school-age.
- The \$50 million is available for both local educational agency (LEA) and non-LEA applicants to provide full-day/full-year services on or after April 1, 2020.
- The CDE will disburse these funds to agencies to provide child care and development program services. Funding preference shall be provided to underserved areas as identified by each Local Child Care Planning Council (LPC).



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Funding Priorities

- Funding will be allocated by county and within each county by Local Planning Council (LPC) priority area.
- For non-LEA applicants, awards will be made in order of highest passing score first.
- For LEA applicants, awards will be made in the following order:
 1. Applicants providing full-day/full-year services, highest passing score first
 2. Applicants providing part-day/part-year services, highest passing score first (CSPP only).



Tony Thurmond
State Superintendent
of Public Instruction

Statutory and Regulatory Information

- The California *Education Code (EC)* Title 1, Division 1, Part 6, Chapter 2 sections 8235–8237 authorizes the Superintendent of Public Instruction to administer CSPPs.
- *California Code of Regulations*, Title 5 (5 *CCR*), Education Chapter 19, sections 18001–18003 provide general provisions for awarding funding.
- If awarded, applicants must adhere to *EC*, and 5 *CCR*, which are integrated into the Funding Terms and Conditions (FT&C) and the CSPP/CCTR program requirements.



Tony Thurmond
State Superintendent
of Public Instruction

Statutory and Regulatory Information (2)

- Applicable laws and regulations also include the CDE Audit Guide and The Child Care Development Fund (CCDF) regulations at *Code of Federal Regulations*, Title 45 (45 *CFR*), Part 98 and all other federal regulatory requirements.



Tony Thurmond
State Superintendent
of Public Instruction

Statutory and Regulatory Information (3)

- The California Department of Education (CDE) monitors each contractor's administrative performance in accordance with *EC* Section 8261 and 5 *CCR* Section 18279 utilizing:
 - Annual Contractor Self-Reviews
 - Program Self-Evaluation
<https://www.cde.ca.gov/sp/cd/ci/mb1901.asp>
 - Federal Program Monitoring/Compliance Monitoring Review
<https://www.cde.ca.gov/ta/cr/proginst201920.asp>



Tony Thurmond
State Superintendent
of Public Instruction

Statutory and Regulatory Information (4)

- External Reviews
 - Contractors must submit an annual financial and compliance audit to the CDE Audits & Investigations Division pursuant to *EC* Section 8448(g).
<https://www.cde.ca.gov/fg/au/pm/>
 - CDE will conduct program reviews periodically using the appropriate review instruments.
<https://www.cde.ca.gov/ta/cr/proginst201920.asp>



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility

The RFA funding opportunity is available to:

- Existing contractors
- Existing Early Learning and Care Division (ELCD) program contractors that do not have a contract
- New agencies without ELCD program contracts



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (2)

To be eligible, applicants must be:

- Licensed or eligible for licensing in accordance with Community Care Licensing; or
 - Note: Applicants without a license will not be issued a contract until the license is obtained.
- Appropriately exempt from licensing requirements



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (3)

- Examples of exemptions include, but are not limited to:
 - LEAs choosing to be exempt (Certificate of Classroom Exemption from Community Care Licensing Regulations)
 - Military installations (Department of Defense Child Care License or letter from base commander or appropriate military official)
 - On Federally Recognized Tribal lands and meet the standards set forth by the Tribal Government or meet the requirements of a health and safety environmental survey (i.e. a survey or assessment provided by Indian Health Service or a consulting agency or entity)



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (4)

To be eligible, applicants must be:

- Registered with the Secretary of State to do business in California, or
- Possess a valid California Business License

Exception: public entities (i.e. LEAs, recognized tribal entities, local governments., etc.)



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (5)

Current ELCD contractors are eligible to apply **except** when one or more of the following conditions apply (5 *CCR*, Section 18001):

- The contractor is on conditional status.
- The contractor failed to clear identified noncompliance items within 12 months of the review.
- CDE reduced the contractor's current year maximum reimbursement amount.
- The applicant contractor has an outstanding accounts receivable balance.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (5)

Current ELCD contractors are eligible to apply **except** when one or more of the following conditions apply (5 *CCR*, Section 18001):

- The applicant contractor has a delinquent audit with the CDE.
- Contractor employs or plans to employ a person in a position of financial responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds, or a state or federal crime involving moral turpitude (*EC* Section 8406.9)



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (6)

An applicant that is not a current ELCD contractor is eligible to apply for funding, **except** when one or more of the following conditions apply (5 CCR, Section 18001).

- The applicant had a previous contract with the CDE that was terminated or not continued for fiscal or programmatic noncompliance within three years immediately preceding the date the RFA was posted.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (7)

An applicant that is not a current ELCD contractor is eligible to apply for funding, **except** when one or more of the following conditions apply (5 CCR, Section 18001).

- The applicant has an outstanding accounts receivable balance with the CDE.
- The applicant contractor has a delinquent audit with the CDE.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Applicant Eligibility (8)

An applicant that is not a current ELCD contractor is eligible to apply for funding, **except** when one or more of the following conditions apply (5 CCR, Section 18001).

- The applicant employs or plans to employ a person in a position of financial responsibility or control who has been convicted of a crime involving misuse or misappropriation of state or federal funds, or a state or federal crime involving moral turpitude (*EC* Section 8406.9)



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Submission

Applications for funding must be completed in accordance with the following instructions:

- The application must demonstrate the applicant's working knowledge of state and federal early education requirements.
- Applicants must submit **all** required information and forms requested in the RFA.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Submission (2)

Applications must conform to the format requirements listed in the Application Requirements section of the Program Overview and Instructions.

- Section I – Contractor Information must be included as the first page for the entire application.
- Do not attach additional covers or place applications in binders.
- Applications must be adequately stapled in the upper left-hand corner.
- Failure to submit the application on a timely basis may result in the disqualification of the application.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Submission (3)

Cost of Preparing Application

- Applicant accepts sole responsibility for all costs incurred in the development of its application.
- These costs are not reimbursable even if the agency is awarded funds through this RFA.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Submission (4)

Number of Copies Required

- Five (5) complete application packages are required:
 - One (1) application with original signatures in **blue ink** by the agency's authorized agent in all sections that require a signature
 - Four (4) copies of the entire original application



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Submission (5)

Applications must be received on or before 5 p.m.
on **December 10, 2019** at the following address:

California Department of Education
Early Learning and Care Division
Attn: Funding Application Unit
1430 N Street, Suite 3410
Sacramento, CA 95814-5901



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Review Process

Initial Screening Criteria

Applications must be:

- Timely, must be received by due date
- Include all required signatures
- Include appropriate number of copies
- Eligible for funding pursuant to 5 *CCR* Section 18001



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Review Process (2)

Preliminary Screening

- The applicant's eligibility for funding and adherence to instructions and timelines, will be verified.
- Incomplete applications and/or applications not completed in accordance with instructions and timelines may be disqualified.
- Disqualified applicants will be notified in writing.
- Eligible applications will move forward for evaluation and scoring.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Review Process (3)

Evaluation and Scoring

- Eligible applicants will be evaluated and scored.
- For CSPP Applicants must obtain a minimum score of 100.8 points (70 percent of 144 total points possible).
- For CCTR Applicants must obtain a minimum score of 88 points (70 percent of 126 total points possible).
- The CDE will notify all applicants in writing of their score.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Review Process (4)

Appeal Process

After receiving their written score notification, the applicant may review their application, the criteria used to score the application, and any reader comments on their application.

An applicant wishing to appeal their score must submit a notice of appeal to the CDE within ten (10) business days of receiving their score notification.



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Review Process (5)

Results

- Successful applicants will received a proposed award letter.
- Final awards will also be posted on the CDE's website: <https://www.cde.ca.gov/fg/fo/fr/>



Tony Thurmond
State Superintendent
of Public Instruction

CSPP/CCTR Application Timelines

Item	Date*
Request for Applications Released	November 5, 2019
Live Webinar	November 12, 2019
Applications Due to the ELCD	December 10, 2019
Score Notification to Applicants	February 7, 2020
Appeals Due to CDE	February 27, 2020
Awards Announced	March 31, 2020
Contracts Issued	April 1, 2020

* Dates subject to change



Introduction to Child Development and Nutrition Fiscal Services

CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction



Tony Thurmond
State Superintendent
of Public Instruction

Days of Enrollment

"Days of Enrollment" is the total of every child's enrollment for the days the contractor is open to provide services.

Enrollment for each child depends on need and is reflected on the Notice of Action.

NOTE: A child can be enrolled full-time on one day and part-time on another, based upon need.



Tony Thurmond
State Superintendent
of Public Instruction

Days of Operation

A “Day of Operation” is a day the contractor provides services for one or more enrolled certified children. A certified child is one who is funded through the CSPP and/or CCTR program.

Minimum Days of Operation (MDO)

- Number of days the contractor is obligated to serve certified children.
- Based on the service calendar that is submitted by the contractor.
- Staff training days, when no certified children are served, do not count as days of operation.
- For multi-site contractors, service at any one site is reported as a day of operation.



Tony Thurmond
State Superintendent
of Public Instruction

Adjustment Factors

California *Education Code*, sections 8265.5 and 8266.1 provide for adjustment factors to reflect the additional expense of serving children who meet specified criteria.

Adjustment factors convert actual enrollment to Adjusted Days of Enrollment.

Two reasons for Adjustment Factors

- 1) Time base of child (i.e.: Full-Day/Part-Day)
- 2) Special Criteria



Tony Thurmond
State Superintendent
of Public Instruction

Adjustment Factors: Time Base

CSPP Example: Adjustment Factors – Time Base (*EC 8266.1*):

- Full-time-plus: This is for services provided for 10.5 hours or more. The adjustment factor is 1.18.
- Full-time: This is for services provided for 6.5 hours to under 10.5 hours. The adjustment factor is 1.00.
- Three-quarters-time: This is for services provided for 4 hours to under 6.5 hours. The adjustment factor is 0.75.
- One-half-time: This is for services provided for under 4 hours. The adjustment factor is 0.6193.

Adjustment Factors: Special Criteria



Tony Thurmond
State Superintendent
of Public Instruction

EC 8265.5:

Allows for enrollment to be adjusted by Special Criteria. Special Criteria factors recognize that some children (infants, severely disabled, etc.) have different needs and the costs associated with providing services may vary.

Adjustment Factors: Notes



Tony Thurmond
State Superintendent
of Public Instruction

- A child's enrollment SHALL NOT be reported in more than one category. (i.e.: a child cannot be reported in both the Three and Four Year Olds category and as Exceptional Needs. This would be double reporting.)



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-1

Full-Day/Full-Year Site Specific Information

For each site that an agency plans on operating using CSPP and/or CCTR RFA funding, they must complete a separate Worksheet A-1 through A-3.

Agencies will complete Worksheet A-1 for each site by filling in the “Information to Complete” column as shown below.

Information Requested	Information To Complete
County:	Los Angeles
Site Name:	ABC Childcare - Magnolia Center
Site Address/City/Zip:	5678 Oleander Avenue, Rosewood, CA 95688
Number of Classrooms:	2
License Number:	191588925
License Type:	Child Care Center
License Capacity:	48



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-2

Full-Day/Full-Year Site Specific Adjusted Child Days of Enrollment

The next slide provides an excerpt from Worksheet A-2 showing the CSPP Time Base category adjustment factors for Three and Four Year Olds.

Agencies will complete this page for each site by filling in the “Total Certified Children per day” column.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-2 (2)

Full-Day/Full-Year Site Specific Adjusted Child Days of Enrollment

Site Name: ABC Childcare – Magnolia Center
Site Specific Child Enrollment Categories

Child Enrollment Categories	Total Certified Children per day	Adjustment Factor	Total Adjusted Child Days of Enrollment per day
Three and Four Year Olds: Full-time-plus (10.5 hours and over)	6	1.1800	7.0800
Three and Four Year Olds: Full-time (6.5 hours to under 10.5 hours)	10	1.0000	10.0000
Three and Four Year Olds: Three-Quarters-time (4 hours to under 6.5 hours)	4	0.7500	3.0000
Three and Four Year Olds: One-half-time (under 4 hours)	4	0.6193	2.4772



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-3

Full-Day/Full-Year Site Specific Funds Requested

This section of the application will calculate how much funding an agency is requesting for a specific site based on the enrollment data entered in the previous section.

Agencies will complete this portion of the application by entering in the “Total Days of Operation” that this specific site will be providing services to certified children.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-3 (2)

Full-Day/Full-Year Site Specific Funds Requested

CSPP Example:

Site Name: ABC Childcare – Magnolia Center
Site Specific Child Enrollment Categories

Total Adjusted Child Days of Enrollment per day (Line 1)	Total Days of Operation (From Full-Day Calendar Total: Minimum 246 Days) (Line 2)	Total Annual Adjusted Child Days of Enrollment (Line 3)	Daily Rate (Line 4)	Funds Requested (Line 5)
22.5572	246	5,549.0712	\$ 49.85	\$ 276,621



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-4

Full-Day/Full-Year Total Adjusted Non-Certified Child Days of Enrollment for All Sites

An agency will complete Worksheet A-4 only once for their application. This section is for all children who are going to be in the classrooms but will not be certified in the CSPP and/or CCTR program.

Agencies will complete this section by filling in the “Total Non-Certified Children per day” column. An example of one category from this page is shown in the following slide.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-4 (2)

Full-Day/Full-Year Total Adjusted Non-Certified Child Days of Enrollment for All Sites

Site Specific Child Enrollment Categories

CSPP Example:

Child Enrollment Categories	Total Non-Certified Children per day	Adjustment Factor	Total Adjusted Non-Certified Child Days of Enrollment per day
Three and Four Year Olds: Full-time-plus (10.5 hours and over)	2	1.1800	2.3600
Three and Four Year Olds: Full-time (6.5 hours to under 10.5 hours)	2	1.0000	2.0000
Three and Four Year Olds: Three-Quarters-time (4 hours to under 6.5 hours)	2	0.7500	1.5000
Three and Four Year Olds: One-half-time (under 4 hours)	10	0.6193	6.1930



Tony Thurmond
State Superintendent
of Public Instruction

Worksheets A-5 and A-6

Full-Day/Full-Year Site Summary Information Program Information

Agencies should complete a single copy of Worksheets A-5 and A-6 to cover all proposed sites from the application.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-5

Full-Day/Full-Year Site Summary Information Program Information

This section should be completed by filling in the “Information to Complete” column as shown below. The information provided here should coincide with the calendar that the agency has submitted as part of their application.

Program Information

Requested Information	Information to Complete
Proposed Program Start Date (Must match start date entered on calendar)	7/1/2020
Proposed Days of Operation (From Full-Day/ Full-Year Calendar)	246



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-6

Full-Day/Full-Year Site Summary Information **Site Information**

This section should summarize the information provided for each of the individual sites previously provided.

Complete this summary page by entering in the requested information in the first three columns and copying the information from the previous pages as described in the instructions.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-6: Form Example

Full-Day/Full-Year Site Summary Information

Site Information
CSPP Example:

Site Name	Total Certified Children per day From Worksheet A-2	Total Adjusted Child Days of Enrollment per day From Worksheet A-2	Total Annual Adjusted Child Days of Enrollment	Total Funds Requested
ABC Childcare - Magnolia Center	24	22.5572	5,549.0712	\$276,621
ABC Childcare - Azalea Center	24	22.5572	5,549.0712	\$276,621
Grand Totals	48	45.1144	11,098.1424	\$553,242



Tony Thurmond
State Superintendent
of Public Instruction

Expenses

Child Development expenditures are reported in accordance with the *California School Accounting Manual*, which classifies expenditures according to the types of items purchased or services obtained.

Expenditures are categorized into the following object codes:

- 1000 Certificated salaries
- 2000 Classified salaries
- 3000 Employee benefits
- 4000 Books and supplies
- 5000 Services and other operating expenses
- 6400 New equipment
- 6500 Equipment replacement



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (2)

- **Certificated salaries (1000):** Salaries paid to employees with a child development permit, teaching credential, or other appropriate certificate.
- **Classified salaries (2000):** All other salaries that are not certificated.
 - (2100) Salaries paid to instructional aides who are required to perform any portion of their duty under the supervision of a classroom teacher or that of a special education resource specialist teacher.
(California *Education Code*, Section 41011)



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (3)

- (2200) Salaries paid to instructional media and library, student support, pupil transportation, food services and maintenance and operations functions.
- (2300) Salaries paid to supervisory personnel who are business managers, controllers, directors, chief accountants, accounting supervisors, purchasing agents, site administrators, superintendents and assistant superintendents.
- (2400) Salaries paid to clerks, secretaries, accountants, bookkeepers, programmers and computer technical support, machine and computer operators and others in similar positions.



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (4)

- **Employee Benefits (3000):** Employers' contributions to retirement plans and health and welfare benefits.
- **Books and Supplies (4000):** Expenditures for books and supplies including costs of sales/use tax, freight, and handling charges. The cost of food for meals and snacks would also be considered a supply.



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (5)

- Services and Other Operating Expenses (5000):

A total of 5a, 5b, 5c, 5d, 5e, 5f.

Itemize as follows:

- 5a) Expenditures for rentals, leases
- 5b) Service contracts: includes janitorial, consultant, auditor, maintenance contracts, etc.
- 5c) Nutrition: expenses related to meals/snacks served to children in the program. An example would be any service agreement with a vendor that you have to provide meals.
- 5d, 5e, 5f) travel, insurance, utilities, legal, and other operating expenditures.



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (6)

- **New Equipment (6400):** Expenditures for movable personal property, including equipment such as vehicles, machinery, computer systems, and playground equipment.
- **Equipment Replacement (6500):** Expenditures for equipment replaced on a piece-for-piece basis. These expenditures must be identified for purposes of the calculation of the current expense of education (California *Education Code* Section 41372).



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (7)

Depreciation or Use Allowance: Taxes, insurance and maintenance may be claimed as part of actual and allowable costs for buildings or building improvements related to the child development program and equipment necessary for the operation of the program. See the Funding Terms & Conditions (FT&Cs) for more information on Certificated salaries.

Indirect Cost: Can only be charged for an item that would normally fall under categories 1000-5000 but is not listed in these line items because it cannot be separately identified. Indirect costs may not exceed 10 percent of the total of the first five categories (LEAs shall use the CDE approved rate if it is less than ten percent).



Tony Thurmond
State Superintendent
of Public Instruction

Expenses (8)

Administrative Costs: Costs incurred for administrative activities where neither the family nor the child directly benefits from the activity. This includes Indirect Cost and is limited to 15 percent of the total contract.

Revenue Overview - Restricted Income



Tony Thurmond
State Superintendent
of Public Instruction

Revenue received to support the Child Development Program can come from multiple sources. Revenue is categorized as either Restricted or Unrestricted Income depending on the source and how it is expended. All income for both certified and non-certified children must be reported.

Restricted Income: Income that may only be expended for specific limited purposes.

- Child Nutrition Programs: Revenue received from the CDE Nutrition Services Division
- Child and Adult Care Food Program
- National School Lunch Program
- School Breakfast Program
- Family Fees for Certified Children
- Interest earned on apportionments

Revenue Overview - Unrestricted Income



Tony Thurmond
State Superintendent
of Public Instruction

Unrestricted Income: Income that the donor has not restricted for use for certified children or income the donor has restricted for purposes that are not reimbursable to the contract, including income for services to children not subsidized by the contract.

- Parent fees for non-certified children
- Donations and Grants
- Fund-raising



Tony Thurmond
State Superintendent
of Public Instruction

Other Income

Other income is funds needed to run your program *in addition to* the amount requested. May be a combination of both restricted and unrestricted income.

Revenue sources for Other Income includes:

- General Funds
- Donations and Grants
- Fund-raising
- Parent fees for non-certified children



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-7

Full-Day/Full-Year Proposed Budget Terms and Definitions

This page does not contain any fields that the agency is responsible for completing. Instead, there are definitions of fiscal terms or categories on this page to assist in filling out the subsequent budget sections.

An excerpt of these definitions is shown below.

Terms:	Definitions:
Certificated Salaries:	Those salaries paid to employees with a child development permit, teaching credential, or other appropriate certificate.
Service Contracts:	These could include janitorial, consultant, auditor, maintenance contracts, etc.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-8

Full-Day/Full-Year Proposed Budget Plan

This section is where the agency will complete their anticipated reimbursable expenses. This page will calculate the “Budget Total” to be used in subsequent budget sections.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-8 (2)

Full-Day/Full-Year Proposed Budget Plan

Complete this section by filling in the “Information to Complete” column for each expense category.

Information Requested	Information to Complete
1) Certificated Salaries (1000)	\$ 395,320
2) Classified Salaries (2000)	\$ 323,252
9) Indirect Cost	\$ 6,000
10) Other	\$ 15,567
11) Budget Total (Auto-calculates based on above)	\$ 740,139
12) Total Administrative Costs included above (includes "Indirect Cost"). (Total Administrative Costs, including "Indirect Cost," are limited to 15 percent of the total contract).	\$ 140,121



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-9

Full-Day/Full-Year Calculation to Determine Proration of Budget for Certified Children

Agencies only need to complete the “Nutrition costs” portion in Line 8. An excerpt of this page is shown below.

Line Number	Information Requested	Information to Complete
1	Total Annual Adjusted Certified Child Days of Enrollment	11,098.1424
2	Total Adjusted Non-Certified Child Days of Enrollment	12.0530
3	Proposed Days of Operation	246
8	Nutrition costs paid for by federal/state nutrition programs (data entry required)	\$ 30,000
9	Budget Subtotal	\$ 710,139
10	Certified Budget Portion	\$ 560,415



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-10

Determining Total Funds Needed

This section will determine if there is “Other Income Needed” for the program to operate outside of the Child Development Funds that are being applied for with this RFA.

There is no data entry required on this page. Instead, if the calculation indicates a positive value for “Other Income Needed,” the agency should complete A-11 on the next page.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-10 (2)

Funding Calculations

Information Requested	Funding Calculations
Total Funding Requested	\$ 553,242
Certified Budget Portion	\$ 560,415
Requested Contract Maximum Reimbursable Amount	\$ 553,242
Budget Total	\$ 740,139
Other Income Needed*	\$ 186,897



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-11

Other Income Needed

This section is where the agency will detail any outside or “other” income sources in addition to the requested state funds that are required for it to meet the proposed budget expenses.



Tony Thurmond
State Superintendent
of Public Instruction

Worksheet A-11 (2)

Other Income Needed

The agency should complete this section by filling in the “Information to Complete” column. Additionally, there is a second space provided for additional notes regarding these other sources. An excerpt of this page is shown below.

Information Requested	Information to Complete
Nutrition Program (outside of State/Federal reimbursement):	\$ 7,000
Parent Fees (non-certified children):	\$ 139,897
Donations and Grants:	\$ 40,000
TOTAL Other Income:	\$ 186,897



Tony Thurmond
State Superintendent
of Public Instruction

Form Reminders

The following forms are site specific and must be duplicated for each site (right-click the tab, select “Move or Copy,” select “Create a Copy,” and select “OK”). Please note that Worksheets B-1 through B-11 are only applicable for CSPP RFAs:

- Worksheet A-1 through Worksheet A-3: Full-Day/Full-Year form:
 - Certified Enrollment Information and Funds Requested
- Worksheet B-1 through Worksheet B-3: Part-Day/Part-Year form:
 - Certified Enrollment Information and Funds Requested



Tony Thurmond
State Superintendent
of Public Instruction

Form Reminders (2)

The following forms are summary pages. Only one copy of the specific Worksheet is needed for all sites. Note that Worksheet B's are only applicable for CSPP RFAs.

- Worksheet A-4: Full-Day form:
Non-certified Children
- Worksheet B-4: Part-Day form:
Non-certified Children
- Worksheet A-5 and A-6: Full-Day form:
Site Summary Information
- Worksheet B-5 and B-6: Part-Day form:
Site Summary Information
- Worksheet A-8 through A-11 (Full-Day form):
Projected Annual Program Budget
- Worksheet B-8 through B-11 (Part-Day form):
Projected Annual Program Budget



Tony Thurmond
State Superintendent
of Public Instruction

CSPP RFA Only: Part-Day/Part-Year Forms

Complete Part-Day/Part-Year forms in the same manner as Full-Day/Full-Year forms.

Differences in Part-Year/Part-Day forms:

- MDO is 175-180 days.
- Part-Day adjustment factor of 0.6193 is used to convert the contracted Full-Day rate to the Part-Day rate

For Part-Day/Part-Year services, complete Worksheet B.

- Worksheet B-1 through B-11.



Tony Thurmond
State Superintendent
of Public Instruction

Service Level Exemption (Start-Up Allowance – If Applicable)

A new or expanding program may not have sufficient enrollment during the first contract period while the program is starting up, but will incur costs that are reimbursable expenses.

EC Section 8275 and 5 *CCR* Section 18034 allow up to 15 percent of the annualized award amount to be paid for “Start-Up” costs without providing services.



Tony Thurmond
State Superintendent
of Public Instruction

Service Level Exemption: Start-Up Notes

- **Start-Up is not additional funding**, but is part of the total contract award. The amount may include, but not be limited to, the following costs:
 - The employment and orientation of necessary staff
 - The setting up of the program and facility
 - The finalization of rental agreements and the making of necessary deposits
 - The purchase of a reasonable inventory of materials and supplies
 - The purchase of an initial premium for insurance



Tony Thurmond
State Superintendent
of Public Instruction

Service Level Exemption: Start-Up Notes (2)

- The total Start-Up Allowance cannot exceed 15 percent of the annualized award amount.
- Approved Start-Up costs can only be expended in the fiscal year they are approved.
- Unexpended funds cannot be transferred to a subsequent fiscal year.
- Start-Up costs awarded require fiscal and audit reporting as specified in the FT&Cs.



Tony Thurmond
State Superintendent
of Public Instruction

Service Level Exemption: Start-Up Notes (3)

For Local Education Agencies (LEAs) and Non-Local Education Agencies (Non-LEAs) preapproval by CDE is required for equipment purchases and renovation costs if:

- The per unit acquisition cost equals or exceeds the lesser of the capitalization level established by the contractor, or \$5,000 including tax.
- The sum of all items and components necessary to perform the intended purpose of the equipment exceeds \$10,000, including tax.
- Non-LEAs will also need to obtain bids for purchases with a per unit cost equal to, or more than \$5,000 or if the purchase related items exceed \$10,000. The bids must be submitted to ELCD for approval.



Tony Thurmond
State Superintendent
of Public Instruction

Service Level Exemption: Start-Up Notes (4)

- When possible, procurements should be consolidated. Subdividing equipment purchases into separate items to avoid bidding or approval requirements is prohibited.
- All items listed in the start-up allowance must be approved by CDNFS and ELCD (if applicable). ELCD will approve the high value equipment and renovation costs previously outlined. CDNFS will approve the remaining requested line items in the star-up request.
- Approval for all start-up items must be obtained prior to making purchases.



Tony Thurmond
State Superintendent
of Public Instruction

Request for Service Level Exemption: Start-Up Allowance Line Item Budget

Applicants must complete the Request for a Service Level Exemption and the Budget Narrative Justification to apply for a Start-Up Allowance.

The Request for a Service Level Exemption should include the quantity, unit cost, and total cost for the items requested. An example is shown below

Line Item	Budgeted Amount
Classroom Furniture:	-
48 Chairs @ \$45 each	\$2,160
12 Tables @ \$130 each	\$1,560
2 Cubbies @ \$300 each	\$600
2 Bookshelves @ \$165 each	\$330
2 Storage Shelves @ \$190 each	\$380
TOTAL:	\$5,030

Service Level Exemption: Start-Up Allowance Narrative Justification



Tony Thurmond
State Superintendent
of Public Instruction

Include justification and support for each line-item request. This should be a written description that justifies the need for each requested line item in the Start-up Allowance Section.

Example: Classroom Furnishings: In order to provide a high quality, developmentally appropriate classroom environment, child sized furnishings are required, including: child tables, child chairs, shelving, cubbies, cubby bins, bookstands, easels, etc.

All line items will be reviewed to ensure the request is **reasonable** and **necessary**.

How Contract Payments Will Be Made



Tony Thurmond
State Superintendent
of Public Instruction

- Contract apportionments will only be disbursed when a formal contract between the CDE and the agency has been fully executed.
- A contract is executed only after BOTH parties have signed the contract.
 - Contractors are required to sign and mail two copies of the contract to the CDE's Contracts Office (CO).
 - CO then signs and executes the contract.
 - Contractors will receive a copy of the executed contract.
- Applicants are advised that reimbursement will not be provided for any costs incurred outside the specified contract period.

How Contract Payments Will Be Made (2)



Tony Thurmond
State Superintendent
of Public Instruction

- The CDE recommends that agencies have three months of operating capital available to administer all contracted programs for the period prior to receiving state contract payments from Child Development and Nutrition Fiscal Services (CDNFS).
- Operating capital may be necessary because of:
 - 1) A late budget approved by the Legislature and signed by the Governor's Office, or
 - 2) Delays in the execution of the contract.

How Contract Payments Will Be Made (3)



Tony Thurmond
State Superintendent
of Public Instruction

- Three months of operating capital is approximately one-fourth of the agency's total annual MRA. Examples of acceptable operating capital would include, but are not limited to: cash or a line of credit.
- CDNFS is responsible for generating contract payments. These payments are adjusted to correspond to the projected amount earned or expended by the contractor through the end of the contract period.

How Contract Payments Will Be Made (4)



Tony Thurmond
State Superintendent
of Public Instruction

- Limits of Reimbursement (5 CCR, Section 18054(a)):
 - Lesser of: MRA, reimbursable costs, or service earnings.
 - Family fees for certified children and earned interest are subtracted in calculating the contractor's payment amount.
 - Costs incurred before the stated effective date in a fully executed contract are not reimbursable expenditures. State contract funds must be spent on reimbursable Start-Up costs and/or reimbursable costs for eligible children served during the contract period.

How Contract Payments Will Be Made (5)



Tony Thurmond
State Superintendent
of Public Instruction

- The CDE may recoup any payments made for costs which are not reasonable and necessary and is entitled to recover any costs of recoupment. Claims for reimbursement shall not be paid unless there are adequate documents to support the claims. The contractor has the burden of supporting claims for reimbursement.



Tony Thurmond
State Superintendent
of Public Instruction

Apportionment Process

- CDNFS approves an apportionment if contractor has met all terms.
- Service Contracts:
 - Initial apportionment is usually 25 percent of the MRA.
 - Maximum monthly apportionments are based upon apportionment schedule.
- The CDE's Accounting Office schedules payment with the State Controller's Office through FI\$Cal.
- State Controller's Office produces and mails the warrant to the contractor.
- The apportionment process can take between 4-6 weeks before a warrant is received by the contractor in the mail.



Tony Thurmond
State Superintendent
of Public Instruction

Whom to Contact for What?

Early Learning and Care Division (ELCD)

Program Consultant: 916-322-6233

For: Contract applications, Program assistance, Compliance reviews, Statistical reports, Appeals

Contracts Office

916-322-3050

For: Contract content, Contract status, Signed contracts, Missing contracts



Tony Thurmond
State Superintendent
of Public Instruction

Whom to Contact for What? (2)

Child Development and Nutrition Fiscal Services (CDNFS)

Contact your Fiscal Analyst

Fiscal Analyst Directory:

<https://www.cde.ca.gov/fg/aa/cd/faad.asp>

For: Contract terms: MRA, MDO, Rate,
Attendance and Fiscal reports, Reimbursement
calculations, Reserve Account status, Payment
authorization, Contract billings, Missing checks,
Delinquent accounts receivable, Technical
assistance



Tony Thurmond
State Superintendent
of Public Instruction

Whom to Contact for What? (3)

Audits and Investigations Division (Non-LEAs)

916-322-2288

For Private Agencies: Audit requirements, Audit reviews, Delinquent audits

School Fiscal Services Division (LEAs)

916-323-8068

For LEAs: Audit requirements, Audit resources/resolutions, SACS codes



Early Learning and Care Contracts

CALIFORNIA DEPARTMENT OF EDUCATION
Tony Thurmond, State Superintendent of Public Instruction



Tony Thurmond
State Superintendent
of Public Instruction

Contract Information

- Contracts are legally binding between the CDE and the public or private agency.
- Contracts are generally effective for a fiscal year.
- Contractors have no vested right to a subsequent contract.



Tony Thurmond
State Superintendent
of Public Instruction

Contract Terms

Referring to the FT&C and/or Program Requirements will be the best resource for questions regarding the operation of your program.

- The FY 2019-20 FT&C and Program Requirements can be found on CDE's Web site at:

<https://www.cde.ca.gov/fg/aa/cd/ftc2019.asp>



Tony Thurmond
State Superintendent
of Public Instruction

Contract Package

The Contract package will be e-mailed to the Executive Director or Program Director identified in the application cover-sheet. The package includes:

- Contract Face Sheet
- Directions for Childcare and Development Contracts
- Supporting Documentation for child care and development contracts



Tony Thurmond
State Superintendent
of Public Instruction

Contract Package (Continued)

- Contract Documentation Checklist
- Contractor Certification Clauses (CCC-04/2017)
- Federal Certifications (CO.8) (if there is federal funding)
- C0-005 California Civil Rights Laws Certification
- Sample resolution



Tony Thurmond
State Superintendent
of Public Instruction

Contract Award Process

- Applicants who receive a proposed award letter will:
 - Be contacted by CDFS for contract negotiation
 - Receive a CSPP contract or amendment
 - Complete the requirements for contract execution

Note: No apportionments can be made until a contract is deemed executed by the Contracts Office.



Tony Thurmond
State Superintendent
of Public Instruction

Requirements for Contract Execution

- Signatures by authorized designee.
- Original signatures in **blue ink**; no stamps.
- All forms completed.
- Public agencies are required to provide a board resolution authorizing the contract.
- Mail two copies of completed package to CDE.



Tony Thurmond
State Superintendent
of Public Instruction

Subcontract Information

- Applicants are permitted to subcontract portions of their contracts to another agency only as permitted by the *EC*, 5 *CCR* and FT&C and with prior approval of the CDE
- Once approved to subcontract the *applicant agency remains responsible* for ensuring compliance with all administrative, programmatic, and fiscal requirements

Information & requirements on subcontracting can be found on page 6 of the RFA Program Overview



Tony Thurmond
State Superintendent
of Public Instruction

Family Child Care Home Education Network (FCCHEN)

- Applicants may apply for CSPP funding to operate via a FCCHEN
- *EC* defines FCCHENs as entities organized under law to operate FCCHEN that support educational objectives for children in licensed family child care homes.



Tony Thurmond
State Superintendent
of Public Instruction

Family Child Care Home Education Network (FCCHEN) (2)

- Applicants proposing to provide CSPP services via a FCCHEN are responsible for administrative, programmatic, contract, and fiscal compliance pursuant to *EC* Section 8246 requiring but not limited to:
 - Staffing qualifications
 - Staffing ratios
 - Maintaining programmatic and fiscal compliance with CSPP program requirements



Tony Thurmond
State Superintendent
of Public Instruction

Family Child Care Home Education Network (FCCHEN) (3)

- Recruiting, training, supporting and reimbursing licensed family home providers
- Collecting family fees
- Assuring a developmental profile is completed for each child
- Ensuring basic health & nutrition requirements are met
- Providing data and report according to contract requirements
- Recruiting, enrolling, and certifying eligible families

Information & requirements on operating a FCCHEN can be found on page 6 of the RFA Program Overview



Tony Thurmond
State Superintendent
of Public Instruction

Contact Information

After the award, questions regarding contracts, required forms, etc. can be directed to:

childdevelopmentcontracts@cde.ca.gov